



16169

| All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section | | | |
|--|-----------|-------------|-----------------|
| Name | Job Level | Payroll NO. | Department |
| Christopher Graham | | | Chief Executive |

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.

| Date | Time | Full details of journey and charges | Mode of travel | Car mileage STD PIR | E | P | Receipt attached |
|--|------|-------------------------------------|--|------------------------|---|---|------------------|
| 26/03/11 | 1220 | - | Subsistence allowance at 10 hour day rate - £10 minus £2.05 already claimed (copy of claim form attached) | | | | 7.95 Yes |
| 27/03/11 | - | * | Subsistence allowance at 24hr rate - £30 minus £2.95 already claimed (total amount of CG's share of the meal minus alcohol was £29.99) | | | | 27.05 Yes |
| RECEIVED | | | | | | | |
| * return to office at 1040hrs on Friday 30 March 10 APR 2012 | | | | | | | |
| | | | | | | | |
| | | | | Sub-total | 0 | 0 | 35.00 |

Other incidental expenses (e.g. telephone, postage)

[illegible]

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

from APC
card.
49.

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

EXPENSES CLAIM

Claim Number

43183

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

| All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section | | | | | | | | | |
|---|--------|--------|--|----------------|-----------------|-----|-------|-------|--|
| Name | | | Job Level | Payroll NO | Department | | | | |
| Christopher Graham | | | | | Chief Executive | | | | |
| Usual mileage to work | | | | | | | | | |
| NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure. | | | | | | | | | |
| Date | Time | | Full details of journey and charges | Mode of travel | Car mileage | | Other | Recap | |
| | Depart | Arrive | | | STD | PTB | | | |
| | | | | | 45p | 25p | £ | p | |
| | | | EURO EXPENSES | | | | | | |
| 28/03/11 | * | — | Breakfast on Eurostar on the way to Brussels | | | | 4.50 | Yes ✓ | |
| | — | — | Metro "jump" ticket for 10 journeys | | | | 13.00 | Yes ✓ | |
| | — | — | Snack | | | | 5.10 | Yes ✓ | |
| 30/03/11 | — | 1040 | Breakfast at airport | | | | 8.85 | Yes ✓ | |
| | | | Financial Times newspaper to see report about DfE appeal | | | | 3.50 | Yes ✓ | |
| | | | * LEFT THE OFFICE AT 1220HRS ON MONDAY 26 MARCH | | | | | | |
| | | | RECEIVED | | | | | | |
| | | | 10 APR 2012 | | | | | | |
| | | | | sub-total | 0 | 0 | 34.95 | | |
| Other incidental expenses (e.g. telephone, postage) | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| total amount claimed | | | | | | | 34.95 | | |
| less cash advances received | | | | | | | | | |
| amount claimed for payment | | | | | | | 34.95 | | |
| If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation? | | | | | | | | | |
| € 34 95 ÷ 1.22406 = £28.55 | | | | | | | | | |



EXPENSES CLAIM

Claim Number

15556

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

| | | | |
|--------------------|-----------|-------------|-----------------|
| Name | Job Level | Payroll NO. | Department |
| Christopher Graham | | | Chief Executive |

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

| Date | Time | | Full details of journey and charges | Mode of travel | Car mileage | | Receipt attached |
|-------------------------|--------|--------|---|----------------|-------------|-----|------------------|
| | Depart | Arrive | | | STD | PTR | |
| | | | | | 45p | 25p | |
| 26/03/11 | 1220 | — | Taxi from office to Macclesfield train station | Taxi | | | 23.00 Yes |
| | — | — | Coffee on train | | | | 2.05 Yes |
| 27/03/11 | — | — | Coffee at Wesley's café in Westminster | | | | 2.95 Yes |
| 29/03/11 | — | — | Taxi from ICO conference at Tower Hill to Kings Cross station | Taxi | | | 14.00 Yes |
| | — | — | Coffee with Sue Eustace, Advertising Association | | | | 5.20 Yes |
| 30/03/11 | — | 1040 | Taxi from airport to office | | | | 20.00 Yes |
| RECEIVED 10 APR 2012 | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | Sub-total | 0 | 0 | 67.20 |

Other incidental expenses (e.g. telephone, postage)

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |

total amount claimed

67.20

less cash advances received

amount claimed for payment

67.20

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

EXPENSES CLAIM

Claim Number

41145

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

| | | | |
|--------------------|-----------|-------------|-----------------|
| Name | Job Level | Payroll No. | Department |
| Christopher Graham | | | Chief Executive |

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

| Date | Time | | Full details of journey and charges | Mode of travel | Car mileage | | Receipt attached |
|----------------|--------|--------|--|----------------|-------------|-----|------------------|
| | Depart | Arrive | | | STD | PTR | |
| | | | | | 45p | 25p | £ p |
| EURO EXPENSES: | | | | | | | |
| 07/12/11 | | | Brussels Metro ticket - valid for 10 journeys (not previously claimed) | Metro | | | 12.50 Yes |
| 12/02/12 | | | Brussels Metro ticket - valid for 10 journeys | Metro | | | 13.00 Yes |
| 21/03/12 | 1615 | - | Taxi from airport to hotel for C Graham and E Butler | Taxi | | | 45.00 Yes |
| | - | - | Share of dinner (total cost 64 Euros split three ways plus tip) | | | | 24.00 No |
| 22/03/12 | - | - | Lunch | | | | 4.87 Yes |
| | - | - | Coffee at European Parliament | | | | 1.90 No |
| 23/03/12 | - | 1900 | Lunch | | | | 6.84 Yes |
| Sub-total | | | | | | | 108.11 |

Other incidental expenses (e.g. telephone, postage)

| | |
|-----------------------------|--------|
| total amount claimed | 108.11 |
| less cash advances received | |
| amount claimed for payment | 108.11 |

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

108.11 ÷ 1.22406 = £88.32 - £88.83 expenses from GP

-0.51
CIF

EXPENSES CLAIM

| |
|---------------------|
| Claim Number |
|---------------------|

97892

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

| Name | | Job Level | Payroll NO. | Department | | | | |
|---|--------|-----------|--|-----------------|-------------|-----|------------------|-------|
| Christopher Graham | | | | Chief Executive | | | | |
| Usual mileage to work | | | | | | | | |
| NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure. | | | | | | | | |
| Date | Time | | Full details of journey and charges | Mode of travel | Car mileage | | Receipt attached | |
| | Depart | Arrive | | | STD | RTR | | |
| 21/03/12 | 1615 | - | Taxi from office to airport (plus waiting time) | Taxi | | | 16.00 | Yes ✓ |
| 23/03/12 | - | 1900 | Taxi from airport to home | Taxi | | | 15.00 | Yes ✓ |
| | | | £13.75 to be deducted from above claim due to overclaim on GPC - total claim was simply half of the bill provided which included alcohol (see attached copy receipt for breakdown, the original will be provided with GPC statement) | | | | | |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> RECEIVED 10 APR 2012 </div> | | | | | | | | |
| | | | | | | | 17-25 | |
| | | | | sub-total | 0 | 0 | 31.00 | |
| Other incidental expenses (e.g. telephone, postage) | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| total amount claimed | | | | | | | 31.00 | |
| less cash advances received | | | | | | | | |
| amount claimed for payment | | | | | | | 31.00 | |
| If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standards of the accommodation? | | | | | | | | |

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.



RECEIVED

25 APR 2012

EXPENSES CLAIM

Claim Number

22671

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

| | | | |
|--------------------|-----------|-------------|-----------------|
| Name | Job Level | Payroll NO. | Department |
| Christopher Graham | | | Chief Executive |

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

| Date | Time | | Full details of journey and charges | Mode of travel | Car mileage | | Receipt attached |
|----------|--------|--------|---|----------------|-------------|-----|------------------|
| | Depart | Arrive | | | STD | BTR | |
| | | | | | 45p | 25p | p |
| 02/04/12 | 1155 | 2100 | Coffee at Stockport station on return from London | | | | 2.15 Yes |
| 13/04/12 | 0730 | - | Coffee in London | | | | 2.10 Yes |
| | - | 1655 | Coffee in London | | | | 2.40 Yes |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | sub-total | 0 | 0 | 6.65 |

Other incidental expenses (e.g. telephone, postage)

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

| | | | | |
|-----------------------------|--|--|--|------|
| total amount claimed | | | | 6.65 |
| less cash advances received | | | | |
| amount claimed for payment | | | | 6.65 |

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

[Redacted area]

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

EXPENSES CLAIM

Claim Number

26984

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

| Name: DA Smith | | Job Level: [redacted] | Payroll NO: [redacted] | Department: Exec | | | |
|---|--------|-----------------------|---|------------------|-------------|-------|------------------|
| Usual mileage to work: [redacted] | | | | | | | |
| NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure. | | | | | | | |
| Date | Time | | Full details of journey and charges | Mode of travel | Car mileage | | Receipt attached |
| | Depart | Arrive | | | STD | PIR | |
| 18/3/12 | 05.30 | | Home - Airport | Taxi | | | £17.00 ✓ |
| | | | Massachusetts - Washington | Plane | | | |
| 19/3 | | | (EU Commis conf) | | | | |
| 20/3 | | | Dupont Circle - Gd Central | Metro | | | \$5.00 ✓ |
| | | | (Closed conf / OECD MTG) | | | | |
| | | | Archives - Dupont Circle | " | | | |
| 21/3 | | | Washington - Massachusetts | Plane | | | |
| | | 10.15 | Airport - Home | | | | £17.00 ✓ |
| | | | Subsistence (lunches + drinks + hotel + | | | | |
| | | | | | | | |
| | | | Sub-total | | 0 | 0 | £0.00 |
| Other incidental expenses (e.g. telephone, postage) | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| total amount claimed | | | | | | 9.00 | |
| less cash advances received | | | | | | £0.00 | |
| amount claimed for payment | | | | | | 9.00 | |
| If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation. | | | | | | | |

- \$100.00
rec'd 16/3
less \$100.00
net'd 26/1:

$$\infty = 79.$$

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.



EXPENSES CLAIM

Claim Number

26984

(2)

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

| Name | Job Level | Payroll NO | Department | | | |
|---|-----------|---|----------------|---------------|------------------|-----------|
| DASm (T&A) | | | | | | |
| Usual mileage to work | | | | | | |
| NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure. | | | | | | |
| Date | Time | Full details of journey and charges | Mode of travel | Car mileage | Receipt attached | |
| | Depart | Arrive | | STD | PTR | |
| | | | | 45p | 25p | p |
| | | + transfers + dinner on 18/3, lunch on 19/3 paid by Euro Commission residual less 1st part (\$86.5 + \$13.00) | | | | \$73.50 ✓ |
| sub-total | | | | 0 | 0 | 0.00 |
| Other incidental expenses (e.g. telephone, postage) | | | | | | |
| total amount claimed | | | | | | 0.00 |
| less cash advances received | | | | | | |
| amount claimed for payment | | | | | | 0.00 |
| If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation. | | | | | | |
| DECLARATION | | | | | | |
| I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide. | | | | | | |
| Signed | | Date | | | | |
| | | | | | | |
| APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim) | | | | | | |
| Name of manager | | Job Level | | | | |
| | | | | | | |
| Signed | | Date | | | | |
| | | | | | | |
| FOR FINANCE USE | | | | | | |
| Paid Stamp | | Additions checked | | Budget Code | | |
| | | | | Budget Holder | | |
| | | Authorised by the Finance Manager | | Individual | | |
| | | | | Consuming CC | | |

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

| Name: JANE MAY | | | Job Level: NED | Payroll NO: | Department: |
|---|--------|-------------------------------------|----------------------------------|-------------|------------------|
| Usual mileage to work | | | | | |
| NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure. | | | | | |
| Date | Time | Full details of journey and charges | Mode of travel | Car mileage | Receipt attached |
| | Depart | Arrive | | STD 45p | PTR 25p |
| 23.01.12 | | | ICO - BOARD MEETING TRAIN | | 161.00 ✓✓ |
| | | | READING - WILMSLOW CAR PARK | | 23.70 ✓✓ |
| 05.03.12 | | | ICO - AUDIT COMMITTEE TRAIN | | 80.50 ✓✓ |
| 06.03.12 | | | READING - WILMSLOW CAR PARK | | 43.90 ✓✓ |
| | | | DATA PROTECTION CONFERENCE HOTEL | | 89.00 ✓✓ |
| | | | MANCHESTER - READING TRAIN | | 69.50 ✓✓ |
| RECEIVED | | | | | |
| 2012 | | | | | |
| sub-total | | | | | |
| Other incidental expenses (e.g. telephone, postage) | | | | | |
| | | | | | |
| total amount claimed | | | | 161.00 | |
| less cash advances received | | | | - | |
| amount claimed for payment | | | | 161.00 | |
| If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation | | | | | |